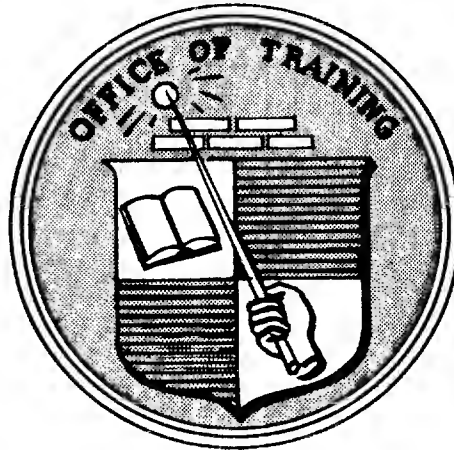


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CONFIDENTIAL

# OFFICE OF TRAINING BULLETIN



JANUARY 1957

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# FOREWORD

(Address by the Deputy Director of Central Intelligence Given to the Assembled Personnel of the Office of Training at the Annual Christmas Meeting)

I appreciate the opportunity to meet with you here again at your Christmas meeting, and take a look at the progress we are making in the field of training. Now progress is a relative term, but it is refreshing to look back and evidence the consistent rise in the stature of our Agency in the eyes of the leaders of the Nation, and in the eyes of the intelligence community as a whole. Many of these "pluses" can be traced directly to the steadily increasing training opportunities which we are providing to our personnel, in our objective to equip them with the maximum skills required to do the job.

You know the world is full of lost opportunities. Our religious history begins with an account of Adam and Eve having made a choice which resulted in their being banished from the Garden of Eden--and eternal ease. Milton's poem, "Paradise Lost", dramatizes the penalties which Man suffered for his stupidity in ignoring the "long view"--a tall price indeed, in order to enjoy the pleasures of the moment. In our own business, many of you will recall that relatively few people in the Agency, recognized early, the place of training. A large part of what we have today in the way of training, is a result of a boot strap operation--a foresightedness by the few to take action--to take the long view. Now, I've had a ringside seat for the past several years to the training bout, and I have witnessed the gradual broadening of the base of understanding of the importance of training, throughout the Agency.

Training is finding its rightful niche in the priority of things. Not as many training opportunities are going by the board as before. However, there is still a long way to go. We've still got a big job of communication of ideas. There is always someone who hasn't got the word. And so you people here today have got to get out and continue to be missionaries. As necessary as Training Officers are, and we have many dedicated to their tasks with each major component, you cannot stop with getting the word to the Training Officers. Each one of you has got to spread the word to the depths of our Agency--to all of our employees--to every prospective trainee. I believe this missionary task to be one of your biggest challenges for the coming year.

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Now--I think we have set the stage, with the 5 per cent requirement. I understand that some of you, as dedicated training people, may not think much of a percentage figure being established as a requirement. You may be concerned that we are establishing an artificial, mathematical level. If that were all we are doing, I'd be concerned too. But this policy has more purpose and meaning than that. It is a tangible way of demonstrating that training is an important part of our business, and that we must pay the price for it by devoting manhours to it. Secondly, we have established a basis for enforcement, which heretofore has not existed. We have provided our executives with a tool--with an understood and specified standard, below which they are not supposed to fall. The 5 per cent is not a cut-off point--rather, it provides our executives with a firm basis upon which they can determine the appropriate levels of training for their components, and see who is or who is not, living up to it. Above all, let's not waste our time quibbling about whether our 5 per cent means equivalent manhours, or actual personnel in training. Let's forget the concern that the establishment of the 5 per cent rule, sets up an artificial equation. Rather, let's get behind the purposes of the policy and make them work. Now, there may be some better ideas by which we can accomplish the purposes outlined, and I will be delighted to listen to them, and if need be, to change the 5 per cent rule. In the meantime let's back it.

The Agency can be proud of its record in the training field. The job is well accredited by Admiral Richard Connally and Mr. David Bruce of the President's Board of Consultants. After visiting a training installation, these gentlemen advised the Director that they were extremely impressed with the training establishment, with the degree of professionalism shown in our courses, and with the high quality of our instruction. In this regard, you should remember that Admiral Conolly is President of Long Island University and previously was President of the Naval War College.

I believe this favorable situation exists in all of our training programs. There has been an impressive increase in the variety of languages taught, in the intensification of language training generally, and in the development over the past 15 months of the area training program. While our language school is far and away the smallest of government language programs, the training is among the best and most extensive in the U. S. This is as it should be. The idea of a foreign language dining room for busy people to

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use as a means of maintaining their fluency, is a good one. I understand too that the film programs and seminars are becoming quite popular. I expect that all of these programs will increase in volume as the Agency implements the new language incentive award scheme.

Another significant milestone of progress in our training effort is reflected in the establishment of the School of International Communism. I look to this School with considerable optimism. CIA people must have a clear understanding of international communism--its philosophy, organization, psychology and techniques. In establishing this School, the Agency is raising still higher the levels of effectiveness which in the future years we can expect our personnel to attain.

As I have suggested earlier, when one speaks of Training, he must take the "long view" of the Agency. There must be well-trained subordinates ready to step into the shoes of retiring personnel. The Inspector General's recent survey of the Junior Officers Training Program, brought out clearly the success of that program in demonstrating that planned recruitment, training and placement, on the basis of careful pre-employment selection and screening, is entirely feasible. Because of the success of this approach to bring new blood into the Organization, the Agency has seen fit to broaden the JOT Program. This means a lot of careful work for all of you to assure we maintain and improve the standard set for executive development.

A balance in training, like in other programs, is essential. Management and supervision courses have helped considerably in improving supervision throughout the Agency. Sponsoring of CIA personnel to the Service Schools, and to programs where they can brush shoulders with private businessmen, has extended our opportunities outward. Agency Orientation programs for other government agencies, and for government-sponsored business officials, has spread a better understanding of our mission to the people with whom we must work. Specialized training in tradecraft, photo intelligence, statistics, cable writing--to name but a few--has equipped our people with the tools of the business. All of these programs and others will need your hard work over the next year.

I wish you all a Merry Christmas and I know that we can look forward to a prosperous and successful New Year.

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# NEWS

## OTR SECURITY OFFICER PINS THE POINT!

One of the more important assets of the Agency security structure is that extra effort regularly put forth by Agency personnel who, by virtue of maturity in classified functions, or by native sensitivity or training in security matters, find individual and effective means of quietly strengthening the classified scene of which they are a part. The value of such efforts is recognized and appreciated by Security Officers throughout the establishment. There is an irrevocable factor of Inter-Dependency in our mission and its attendant responsibilities that, if heeded, has its reward a thousandfold.

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## JAPANESE FILMS TO BE SHOWN

Full-length Japanese films, ( no English subtitles!) will be shown every other Tuesday, from January through February, 1100 to 1300 hours, in Room E23, Building 14. The following program is tentatively planned:

8 January - "Cheerful Daughters"  
22 January - "Mad Banquet"  
7 February - "Hiroshima"

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For further information, call Frank

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## KEY ASSIGNMENTS IN OTR

The following personnel assignments will be effective 7 January 1957: 25X1A



\* \* \* \* \*

## NEXT INTELLIGENCE PRODUCTS EXHIBIT SCHEDULED 17 JANUARY, THURSDAY

Members of the Agency are invited to attend the Intelligence Products Exhibit, scheduled to be shown in the Auditorium of the Recreation and Service Building on Thursday, 17 January between 0930 and 1200 hours.

Designed primarily as an integral part of Intelligence Orientation course B-3 in your office copy of the OTR Catalog, the exhibit has been found to be of great interest and significance to members of the Agency. The exhibit is unique, in that it presents in one room a comprehensive view of the greater part of the intelligence activities of CIA.

\* \* \* \* \*

CLERICAL SKILLS QUALIFICATION TESTS  
SCHEDULED FOR NOVEMBER AND DECEMBER

Clerical Skills Qualifications Tests in shorthand and typewriting, administered to on-the-job employees who must meet Agency standards, will be given Mondays during January and February, as follows:

14 January                      4 February

(Typewriting: 1315 hours  
Shorthand : 1400 hours)

These tests are given in Room 2300, Alcott Hall, second floor, Wing C.

Supervisors who wish to have employees tested should get in touch with their Personnel Placement Officers. The officers will arrange for test registration.

Usually, employees who do not meet the Agency clerical skills standards in these tests should be enrolled in the Clerical Refresher Program, which is listed in the OTR Catalog, courses B-12 to B-19.

\* \* \* \* \*

INTELLIGENCE RESEARCH (MAPS)  
NEW COURSE IS SCHEDULED

A new OTR course, INTELLIGENCE RESEARCH (MAPS), comprising 27 hours of instruction, will be offered commencing 28 January. Developed in cooperation with the Assistant Director and other executives of ORR, the course schedule provides three 3-hour sessions, 0900 to 1200 held Monday, Wednesday and Friday mornings, for three weeks, in Room 2029, R & S Building.

The purpose of the course is to emphasize the significance of geographic factors in intelligence analysis. Twelve hours of map reading instruction and practice will be given. Class problems, based on typical Agency intelligence activities, include compiling research and briefing others with the aid of maps.

For future scheduling of this course, watch your Registrar's Reminders section.

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### AGENCY LANGUAGE STUDY PROGRESSES

Current enrollment in internal language training courses is approximately 278; enrollment in self-study programs is approximately 111.

The Language Laboratory, 2132 Eye Building, was utilized by 178 students, during the past month, for a total of 2013 hours, in the study of 13 languages.

During the past month regularly scheduled foreign language proficiency examinations were completed by 7 individuals from various Agency components. Language included French, Polish, Serbocroatian, and Spanish. In addition, special request examinations were given in German and Japanese.

\* \* \* \* \*

### "LIVING-LANGUAGE" TRIP CONDUCTED FOR GERMAN CLASS

Latest in the series of "living language" trips, which have become regular features of the OTR intensive language program, was a German luncheon at The Old Europe Restaurant. Instructors and students of the Intensive German class carried on their informal discussions exclusively in conversational German. These trips continue to prove both enjoyable and productive as a teaching-learning technique.

Conducted, thus far, for French and German classes, all trips are planned to coincide with course material, and an effort is made to develop a practical use of the vocabulary appropriate to the place visited.

\* \* \* \* \*

### REGIONAL SURVEY: SOVIET BLOC FEATURED SATELLITES SYMPOSIUM

Regional Survey, Soviet Bloc, recently terminated with 31 students in regular attendance and 15 auditors. 20% of the instructional time guest speakers from the Office of Assistant Chief of Staff for Intelligence, Department of Army; Army Map Service; Office of Intelligence Research, Department of State; and the Free Europe Committee; 30% by speakers from EE, OCI, ORR, OSI, and OTR; the balance was handled by the principal instructor [REDACTED]. The course culminated in a three-hour symposium on the European Satellites, which included a summary and general discussion of the critical international situation currently affecting this region. Presentation of this course coincided well with world events.

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### FOREIGN LANGUAGE DINING ROOM →

Monday, Wednesday, and Friday is the firm schedule for the language luncheons sponsored by the Language and Area School, OTR. There are separate tables devoted to informal conversation in French, German, Japanese, Russian, and Spanish. Access to the Foreign Language Dining Room (1015 R & S Building) is through the main entrance of the R & S Building cafeteria (enter and turn right). Luncheon may be purchased in the cafeteria and taken to the dining room.

All of you who wish to maintain, or increase, your conversational competence in these languages are invited to participate. Those of you who possess advanced command of the languages, and would enjoy keeping the "conversational ball rolling" during one or more pleasant luncheons during the week, may make arrangements most convenient to you by calling staff instructors [REDACTED] or Mr. [REDACTED].

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**RESERVED TODAY**

**MON • WED • FRI**  
**FOR** *Speakers* **OF**  
**GERMAN**  
**RUSSIAN**  
**SPANISH**  
**FRENCH**  
**JAPANESE**



"INSTRUCTORS' GUIDE  
TO CURRENT REFERENCES"  
BI-WEEKLY AVAILABLE TO YOU

The INSTRUCTORS' GUIDE TO CURRENT REFERENCES, a bi-weekly publication of the OTR Library, was originated to serve as a research aid informing instructors concerning documents and articles relating to courses of instruction. In effect, it serves a dual purpose, since often a mutual interest exists between OTR instructional matter and the general and specific materials occupying the attention of Agency personnel; it is, therefore, available on request to personnel of other components.

On the opposite page an excerpt is reproduced from a recent issue of the GUIDE. Attention is directed to these features:

- . Selections are made from classified and unclassified documents.
- . Complete bibliographic data is given, whereby the item may be procured.
- . Foreign language materials included, where pertinent.
- . Descriptive annotations are included, permitting evaluation in relation to requirements.
- . Area background articles are included, as well as material dealing with operational subjects. —>

Some of the operational categories used as a basis for selection of material are: Agents; Air Operations; Communism; Controls; Economic Warfare; Escape and Evasion; Espionage; Guerrilla Warfare; Intelligence; Intelligence Services; Investigative Techniques; Leadership; Paramilitary; [REDACTED] Propaganda; Reporting; Psychological Warfare; Resistance; [REDACTED] and Training Aids.

A complete index of all materials listed in each issue is maintained in the OTR Library. For further information, consult your Training Officer or call the Chief, OTR Library, extension [REDACTED] —>

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"DEVELOPMENT OF AN AREA SPECIALIST"  
NEW CHART AVAILABLE TO YOU

The Language and Area School/TR has developed a new chart: "Development of an Area Specialist." The chart describes development in terms of the essential elements and time required. It is unclassified, and available by calling Language and Area School/TR, extension [REDACTED]. This chart is similar to one already published concerning foreign language study, now undergoing revision for future distribution.

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# Courses, Activities, and Programs

SPECIAL LECTURE SERIES:  
IN THE MAJOR LANGUAGES OF THE WORLD

25X1A

10 OCTOBER TO  
1 MAY 1957

All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend a series of foreign language lectures (see Lecture Schedule below) presented Wednesdays at 1530 hours, in room 1-82, Quarters Eye. Information regarding the series may be obtained by calling [REDACTED] You will, of course, obtain authorization from your supervisor prior to attendance at any one of the lectures.

Recognizing the need for increased knowledge in the language and area fields, the Office of Training is offering this series of lectures to be given in the major languages of the world by CIA personnel. Topics of particular interest, both to analysts and personnel in operations, have been selected. The purpose is twofold: To advance your knowledge of foreign languages; to increase your insight into the understanding of foreign peoples - their patterns of thought and behavior.

A special feature of the program is the amount of attention devoted to the theme "Understanding and Dealing With Foreign Peoples." Individual lecturers will speak on how to understand and deal with the Russians, the Japanese, the Latin Americans, etc. In this way, much of the "know-how" gained by our personnel through years of experience will be transmitted to you. As a result, it is hoped that in your contacts with the different nationalities, both here and abroad, you will be able to establish more effective rapport and attain better results.

Summaries of the lectures, in English, will be provided in the "Understanding and Dealing With Foreign People" talks, and also in a few other instances. The lecture in Arabic, due to the very limited number of Agency personnel able to understand this language, will be given in English with a brief summary following in Arabic. →

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NOONTIME MOVIE PROGRAM

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JANUARY AND FEBRUARY

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

7 January Monday	Russian area film in English: "Soviet Tadshikstan" E6045, 52 min.
8 January Tuesday	Polish film: "Last Days of Warsaw" D6325, 60 min. (Polish film of uprising against German occupation troops)
9 January Wednesday	Russian film: "Young Guard" C6043, 90 min. (Recent Soviet film hit)
11 January Friday	Area Survey film: "Eastern Europe" SIS No. 3, 60 min. (Strategic Intelligence School film on the east European lands)
14 January Monday	Russian area film "Soviet Kazakhstan" D6045, 45 min.
16 January Wednesday	Russian Newsreels
17 January Thursday	German film: "The Council of the Gods" E6893, 106 min. (East German anti-American propaganda film)
18 January Friday	Czech newsreels and shorts: E7003, 5 min.; E7011, 4 min.; E7013, 4 min.; E6966, 8 min.; Location: [REDACTED] Auditorium
21 January Monday	Italian film: "Open City" E6369, 95 min. (Italian Underground during World War II; Has English titles)
22 January Tuesday	Portuguese shorts: "Capitol Story" A9973, 20 min.; "The Capital" E6902, 20 min.; "High Over the Borders" C6086, 22 min.

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23 January Wednesday	Russian film: "Nicholas Gogol" D6295, 90 min. (Life story of one of Russia's great Writers)
28 January Monday	Greek films: "Impression of Greece" 25 min.; "Return from the Valley" D6075, 14 min.
30 January Wednesday	Russian Newsreels
31 January Thursday	French film: "Battle of the Rail" C6078, 85 min. (Semi-Documentary of French Resistance Movement)
1 February Friday	Spanish film: "From the Other Side" D6413, 65 min. (Life in forced labor camps in USSR)
4 February Monday	Russian-language area film: "Soviet Buriat Mongolia", D6292, 57 min.
5 February Tuesday	English travelogue on Middle East and South Asia: "Communist Periphery" J6164, 67 min.
6 February Wednesday	Russian film: "River Lights" G6616, 89 min. (Story of young Soviet Pioneer)
7 February Thursday	German film: "Ohm Krueger" B6264, 111 min. Anti-British (Emil Jannings film of Boer War)
8 February Monday	Chinese films: "The Hwai River Battle" D6024, 30 min.; "Preparatory Meetings of the Chinese People's Consultative Conference", B6023, 20 min.; "Liberation of Taiwan", B6030 25X1A 20 min. Location: [REDACTED] Auditorium
11 February Monday	China and Japan area films: "China", D6572, 17 min.; "Letter From China", G6662, 34 min.; "China, the Land and People", H1233, 12 min.; "Japan, the Land and People", G6659, 11 min. "American Influence in Japanese Life" E7159, 14 min.
12 February Tuesday	French film: "Crime and Punishment" G6709, 108 min. (Dostoyevsky's Classic Novel)
13 February Wednesday	Russian Newsreels
14 February Thursday	East Asia Area films: "Peoples and Customs of Indonesia" D6332, 65 min.; "Malay Peninsula-People and Products", 11 min.

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15 February Italian film: "O Sole Mio" B0967, 80 min.  
Friday (Resistance to Nazis in Naples in World War II)

18 February Turkish film: "Rifle Squad in Attack" J6059, 22 min. 25X1A  
Monday (U.S. Army Film for use in training Turkish troops)

19 February "Assignment India" J6067, 55 min.  
Tuesday (Chester Bowles' film) Location: [REDACTED] Auditorium

20 February Russian film: "Volga, Volga" MID 5023, 60 min.  
Wednesday (A Musical Feature)

21 February East Asia Area films: "Man's Power" (Indo-China) J6165  
Thursday 9 min. "New Roots" (Indo-China) J6166, 9 min.; "This is  
Indonesia" C7358, 11 min.; "Thailand" J1079, 10 min.;  
"Bangkok" J0837, 20 min.

22 February French film: "Carnival in Flanders" E6347, 80 min.  
Friday

25 February Finnish films: "Infantry Training" D0693, 15 min.; "The  
Monday Automobile Company" C0689, 15 min.  
(U.S. Army training films in Finnish)

26 February German film: "Under Women's Rule" B1517, 83 min.  
Tuesday

27 February Russian Newsreels  
Wednesday

28 February Soviet Affairs films: "You are There-Moscow Today",  
Thursday "You Are There-The Great Purge" (Trials of 1936-1937, CBS);  
"Nikolay Khokhlov Interview on Meet the Press" 90 min.

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AMERICANS ABROAD

[REDACTED]

11 FEBRUARY TO 21 FEBRUARY

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This course will be given daily from 11 February through 21 February, from 1400 to 1630 hours, in Room 2524, Quarters Eye. Personnel going to [REDACTED] should take the complete course. [REDACTED] will be included for this class of the course. The course is open to dependents and it is urged that every effort be made to secure their attendance, "dependents" being construed to mean all members of an employee's immediate family over eighteen. Applications for registration must be submitted to the Registrar, on or before 4 February. For further information, please call [REDACTED]

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SCHEDULE

25X1A

Monday	11 February	1400-1445 1500-1600 1600-1630	Introduction Processing Out Travel
Tuesday	12 February	1400-1510 1520-1630	Legal Problems Medical Problems
Wednesday	13 February	1400-1630	[REDACTED]
Thursday	14 February	1400-1630	
Friday	15 February	1400-1630	
Monday	18 February	1400-1630	
Tuesday	19 February	1400-1630	
Wednesday	20 February	1400-1630	
Thursday	21 February	1400-1600	

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REGIONAL SURVEY

EAST ASIA

18 MARCH TO 26 APRIL

This course, formerly titled "Northeast Asia", will be given from 18 March to 26 April. Classes will be held Mondays, Wednesdays, and Fridays, from 1400 to 1630 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, on or before 4 March. An interview with the instructor [REDACTED] is required of applicants.

25X1A

This course is designed for personnel who require a knowledge of China, Japan, and surrounding dependent areas, such as Formosa, Korea and the Ryukyus, from the beginning of the Nineteenth Century. Particular emphasis will be placed on the impact of the West (including Russia). Particular emphasis will also be placed upon the economic and political relationships of the area to the West. Adequate evidence of the student's accomplishment in the course will be required for evaluation and assessment purposes.

COURSE SCHEDULE

Monday	18 March	1400-1430 1430-1630	Introduction to the Course Man's Origins in East Asia
Wednesday	20 March	1400-1630	The Geography, Demography and Ecology of East Asia
Friday	22 March	1400-1530 1530-1630	The Historical Background to 1815 Reading Period
Monday	25 March	1400-1530 1530-1630	19th Century China Reading Period
Wednesday	27 March	1400-1530 1530-1630	19th Century Japan Reading Period
Friday	29 March	1400-1630	Seminar - East Asia at the Turn of the Century
Monday	1 April	1400-1530 1530-1630	Chinese Traditional Social Patterns Reading Period

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Wednesday	3 April	1400-1530 1530-1630	Japanese Traditional Social Patterns Reading Period
Friday	5 April	1400-1530 1530-1630	China to 1932 Reading Period
Monday	8 April	1400-1530 1530-1630	Japan to 1932 Reading Period
Wednesday	10 April	1400-1530 1530-1630	East Asia, 1932-1941 Reading Period
Friday	12 April	1400-1530 1530-1630	East Asia, 1941-1950 Reading Period
Monday	15 April	1400-1530 1530-1630	The War in Korea Reading Period
Wednesday	17 April	1400-1530 1530-1630	The Chinese People's Republic, I Reading Period
Friday	19 April	1400-1530 1530-1630	The Chinese People's Republic, II Reading Period
Monday	22 April	1400-1530 1530-1630	Japan Today, I Reading Period
Wednesday	24 April	1400-1530 1530-1630	Japan Today, II Reading Period
Friday	26 April	1400-1530	Seminar - East Asia in the World Today

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REGIONAL SURVEY

SOUTHEAST ASIA

5 FEBRUARY TO 11 APRIL

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This course, covering the Philippines, Indonesia, Malaya, Indochina, Thailand and Burma, will be given from 5 February to 11 April 1956. Classes will be held Tuesdays and Thursdays, from 1345 to 1645 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, Office of Training, on or before 21 January. An interview with the instructor, [REDACTED], Room 2511 Quarters Eye, extension [REDACTED] is required; contact your Training Officer.

25X1A

This course is designed for personnel who require economic and political information on Southeast Asia and familiarity with the various factors involved. It deals with the government, population, soil, mineral and industrial development, international trade, labor, communications, economic relations and problems of the region. At each session there will be a guest speaker, in addition to the regular lecture and film. Students will be required to take an oral test and submit term papers.

#### COURSE SCHEDULE

- |          |             |   |
|----------|-------------|---|
| Tuesday  | 5 February  | 1. <u>Introduction</u><br><br>Government, Production and Industry,<br>Trade and Finance, Population and Labor,<br>and Communications<br><br>Guest Speaker: "Development of Southeast Asia"                |
| Thursday | 7 February  | 2. <u>Governments of Southeast Asia</u><br><br>Guest Speakers will discuss each country   |
| Tuesday  | 12 February | 3. <u>Philippine Production and Industry</u><br><br>Agricultural Production, Forestry Production,<br>Mineral Production, and Industrial<br>Production<br><br>Guest Speaker: "Problems of the Philippines" |

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- Thursday 14 February 4. Philippine Trade and Finance  
Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, Money Supply and Prices.  
Guest Speaker: "Relations of the Philippines"
- Tuesday 19 February 5. Indonesian Production and Industry  
Agricultural Production, Forestry Production, Mineral Production, and Industrial Production  
Guest Speaker: "Problems of Indonesia"
- Thursday 21 February 6. Indonesian Trade and Finance  
Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices  
Guest Speaker: "Relations of Indonesia"
- Tuesday 26 February 7. Malayan Production and Industry  
Agricultural production, Forestry Production, Mineral Production, and Industrial Production  
Guest Speaker: "Problems of Malaya"
- Thursday 28 February 8. Malayan Trade and Finance  
Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices  
Guest Speaker: "Relations of Malaya"
- Tuesday 5 March 9. Indochina Production and Industry  
Agricultural Production, Forestry Production, Mineral Production, and Industrial Production

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- Guest Speaker: "Problems of Indochina"
- Thursday 7 March 10. Indochina Trade and Finance
- Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices
- Guest Speaker: "Relations of Indochina"
- Tuesday 12 March 11. Thailand Production and Industry
- Agricultural Production, Forestry Production, Mineral Production, and Industrial Production
- Guest Speaker: "Problems of Thailand"
- Thursday 14 March 12. Thailand Trade and Finance
- Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices
- Guest Speaker: "Relations of Thailand"
- Tuesday 19 March 13. Burmese Production and Industry
- Agricultural Production, Forestry Production, Mineral Production, and Industrial Production
- Guest Speaker: "Problems of Burma"
- Thursday 21 March 14. Burmese Trade and Finance
- Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices
- Guest Speaker: "Relations of Burma"
- Tuesday 26 March 15. Population and Labor of Southeast Asia
- Labor Supply, Organization of Labor, and Labor and the Economy

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Guest Speaker: "Labor and Southeast Asia"

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|----------|----------|---|
| Thursday | 28 March | 16. <u>Communications of Southeast Asia</u><br>Guest Speakers: "Telecommunications"<br>"Communications"         |
| Tuesday  | 2 April  | 17. <u>Current Conditions in Southeast Asia</u><br>Guest Speakers: "The Philippines"<br>"Indonesia"<br>"Malaya" |
| Thursday | 4 April  | 18. <u>Current Conditions in Southeast Asia</u><br>Guest Speakers: "Indochina"<br>"Thailand"<br>"Burma"         |
| Tuesday  | 9 April  | 19. Presentation and discussion of student papers   |
| Thursday | 11 April | 20. Presentation and discussion of student papers   |

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INTELLIGENCE RESEARCH (MAPS) I-12

28 JANUARY TO  
15 FEBRUARY 1957

This course will be given on Monday, Wednesday and Friday mornings, from 0900 to 1200 hours, in Room 2029 R&S Building. Enrollment will be limited to 15 persons because of the need for individual assistance to students in mastering technical details. Applications must be received by the Registrar, CTR, on or before 21 January 1957. [REDACTED] will be the chief instructor.

25X1A

The course will be presented by lecture, demonstration, discussion and class exercises designed to practice the skills taught. Exercises will range from simple map reading to geographic research. In a final test, students will be assigned an intelligence problem, will plot results of geographic research on a base map or overlay, and will deliver a short oral briefing on the significance to the problem of the geographic data obtained.

COURSE SCHEDULE (TENTATIVE)

Session 1. Geography and Intelligence	0900 - 0915	Introduction to the Course
	0915 - 1000	Appraising the Natural Environment
	1015 - 1115	Maps for Intelligence Purposes Map Exhibit - Map overlays Class Exercise
	1115 - 1200	Use of Maps in Intelligence Briefing Demonstration
Session 2. Map Projections	0900 - 0945	The Globe and the Map
	1000 - 1050	Classification of Projections TR FILM J6841
	1100 - 1200	Characteristics of Commonly used Projections 10 Questions Quiz
Session 3. Map Reading (I)	0900 - 0945	Marginal Data - Legend
	1000 - 1050	Scale - Distance TR FILM G6180
	1100 - 1200	Scale Formulas Class Exercise
Session 4. Map Reading (II)	0900 - 0945	Location - Geographic Coordinates Exhibit of Gazetteers and Glossaries
	1000 - 1050	Class Exercise
	1100 - 1200	Location - Military Grids Class Exercise

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Session 5. Map Reading (III)	0900 - 1000	Elevation - Contours
		TR FILM 21-2072
	1015 - 1100	Class Exercise
	1110 - 1200	Profiles Class Exercise
Session 6. Map Reading (IV)	0900 - 0945	Conventional Signs and Symbols
		TR FILM 9112
	1000 - 1030	Map Identification and Procurement Exhibit of Map and Chart Catalogues and Sheet Indexes
	1030 - 1200	Map Reading Problem
Session 7. Foreign Maps	0900 - 0945	Foreign Map Interpretation and Appraisal (NIS Chap. IX)
	1000 - 1050	Conversion Formulas Class Exercise
	1100 - 1200	CIA Cartographic Support and Map Library Services
Session 8. Class Problem	0900 - 0945	Introduction to Map Research Problem Briefing Techniques
	1000 - 1200	Class Problem
Session 9. Class Problem	0900 - 1100	Class Problem (continued) and Student Briefings
	1110 - 1130	Review and Discussion
	1130 - 1200	Course Critique

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REGIONAL SURVEY

INDIAN SUB-CONTINENT

4 MARCH TO 10 MAY

25X1A

This course will be given from 4 March to 10 May 1957. Classes will be held Mondays, Wednesdays, and Fridays, from 0850 to 1050 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, on or before 18 February. An interview with the instructor, [REDACTED] is required of applicants.

This course is designed for personnel who require a basic knowledge of the geography, institutions and traditions, as well as the current political and economic conditions of this area. Emphasis will be placed on regional problems, and relationships and potential developments affecting American security. Please see the February Bulletin for further details.

Instruction will be by lecture, discussion and selected reading materials. Films and training aids will supplement and illustrate materials covered in lectures and discussions. Students will be required to take a final test or submit a term paper.

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REGIONAL SURVEY

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MIDDLE EAST

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4 FEBRUARY TO 12 APRIL

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25X1A This course will be given Monday, Wednesday and Friday, from 0900 to 1100 hours, in Room 2132 "I" Building. Applications must be received by the Registrar, Office of Training, on or before 21 January 1957. An interview with the instructor, [REDACTED] Room 2129 "I" Building, extension [REDACTED] is required of applicants.

25X1A This course is designed for personnel who are qualified by reason of academic training or experience to do introductory, graduate-level work on the Middle East. Prospective students are urged to begin now to read in the literature of the field, and for this purpose may telephon [REDACTED] for a brief, annotated reading list; also, a syllabus of the course with a list of guest lecturers is available on request.

The area covered in this course includes the Arab States, Israel, Turkey and Iran, and to some extent the Sudan, North Africa, Afghanistan and Pakistan. The emphasis throughout the survey is placed on the area as a whole, its peoples and its problems. The main subjects, therefore, will be the modern political and diplomatic history of the Middle East; geo-political and geo-strategic aspects of the area; the race, language, life and thought of the people; and such problems as the Arab-Israeli issue, Arab nationalism, Middle East defense and Soviet penetration.

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This is a new Intelligence School course listing. Please cut out this listing and place it in your office copy of the OTR Catalog as course number I-12.

TITLE Intelligence Research (Maps)

OBJECTIVES An appreciation of the significance of geographic factors in intelligence analysis; an introduction to map research methodology; and, development, through practice, of the skills required to derive a maximum of information from US and foreign maps.

PREREQUISITES Secret clearance

ENROLLMENT 10 to 15

DURATION Three mornings a week for three weeks (27 hours)

LOCATION Headquarters

Intelligence Research (Maps) is designed to:

Relate geography to intelligence analysis. Examine the various types of geography and the influence of geographic environment upon human activities. Illustrate the importance of geographic factors bearing on the intelligence problem by specific examples. Identify and classify on a functional basis the types of maps of value to the intelligence officer and demonstrate their preparation for use as briefing aids. Impart a general understanding of the problem of map projection, but emphasize the advantages and limitations of those projections most likely to be encountered by the Intelligence Officer in the course of his work. Teach the simple skills required in order to derive a maximum of information from maps.

Broaden the range of the map user through familiarity with maps produced by various U.S. Agencies; and, with the principal military topographic, commercial, and non-military map series published in foreign countries. Teach the mathematical formulas needed to convert foreign geographic coordinates based on the metric system; and, adjust geographic references based on prime meridians other than that passing through Greenwich. Familiarize the students with map reference materials available for geographic research; and, the comprehensive map support services offered by components of CIA and other government departments. Test by means of a Class Problem the various skills taught throughout the course.

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# OTR AND AGENCY TRAINING OFFICER DIRECTORIES

## OFFICE OF TRAINING

	<u>Ext.</u>	<u>Room and Building</u>	
Director of Training	Matthew Baird	11	25X1A
Deputy Director of Training		11	25X1A
Plans & Policy Staff Editor, OTR Bulletin		1-B	
Support Staff Registration Section		1110, Alcott	
Processing Section		1107, Alcott	
Assessment & Evaluation Staff		1331A, R & S	
Junior Officer Training Program		2413, Alcott	
Intelligence School		2009, R & S	
School of International Communism & the USSR		2204, Alcott	
Operations School		201C, [REDACTED]	25X1A
Language & Area School		2129, I	
Proficiency Testing		2520, Qtrs. I	
Eastern Studies		2518, Qtrs. I	
Western Studies		2129, I	
Special Asst. for DD/I		347, Admin	

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	O/DDI		354, Admin	
25X1A	OCR		[REDACTED]	25X1A
	ORR		1117, M	
	ONE		105, Admin	
	OCI		2052, Q	
			2052, Q	
	OSI		1713, Barton	
	OBI		126, [REDACTED]	25X1A
	OO		402, 1717 H	
STATSPEC	CONTACT		523, 1717 H	
	SOVMAT		410, 1717 H	
	[REDACTED]		414, 1717 H	
	FDD		2021, [REDACTED]	25X1A
			2029, [REDACTED]	
	Special Asst. for DD/S		222, East	
	Audit		1113, I	
	Management		555, 1717 H	
	Medical		1303, J	
	Communications		2308, I	
	Comptroller		1039, Alcott	
	Logistics		2406, Qtrs. I	
	Personnel		249, Curie	
	Security		2514, I	

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## READING IMPROVEMENT IN THE INTELLIGENCE FIELD

(By the staff of the Reading Improvement Branch/Intelligence School/TR)

### WHAT CIA EMPLOYEES READ

Reading is a significant part of each day's work for about 95% of the Agency's professional employees. Employees enrolled in the Reading Improvement course estimate that they spend an average of 4 hours reading in their offices every day. This is an overall average figure for DD/P, DD/S, and DD/I employees; for instance, surveys have shown that 181 DD/P and DD/S employees estimated they read 4.2 hours per day, while 156 DD/I employees estimated they read 4.1 hours per day.

What they read is unique in two respects: amount and variety. To do his job, each employee absorbs quantities of printed material, including long and short, well-organized and disorganized, abstract and simple, detailed and general memoranda, reports, staff studies, and cables.

To assimilate this assortment effectively, a case officer, a support officer, or an intelligence officer must be a flexible reader. He must adapt his reading rate to subject matter and purpose, so that he reads easy material fast and difficult material slowly. He must distinguish the essentials from the non-essentials by locating ideas accurately. He must sometimes remember what he reads in every detail, at other times only the highlights, and sometimes he need not remember anything at all, once he has examined a document.

### HOW THEY READ

Scores on a standardized reading test show that Agency professional employees perform better than average college seniors. But tests which require varied reading techniques show that they do not use their high ability most skillfully.

One common reading fault is the application of specialized reading techniques to all subject matter. Instead of extracting the significant information from an area background report, a reports officer may mentally rephrase it, while an engineer may analyze it word for word. Result: they spend valuable time, conscientiously accomplishing nothing.

### HOW THE OTR READING IMPROVEMENT COURSE IMPROVES READING SKILLS

The Reading Improvement course helps employees achieve greater efficiency and ease in reading by emphasizing several skills: how to survey a writer's scope and purpose prior to reading; locate essentials; organize information and ideas; and how to improve mechanical skills associated with the reading process.

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Most of the skill improvement is achieved by practice. The class group scans, reads, and discusses selected CS reports, OO reports, Foreign Service Dispatches, and Atlantic Monthly articles. They also write and criticize summaries or abstracts of the reports. Each student reads a book of his choice (usually non-fiction) with the Reading Accelerator, and writes a critical review of the book. Harvard and Purdue reading films are used for practice at reading rapidly and assimilating articles about history, anthropology, education, political science, and personalities.

#### RESULTS OF READING IMPROVEMENT TRAINING

How are results measured? Three tests, for three different reading skill areas, are given before and after the course to show the degree of improvement. The informational reading tests are based on thorough reading of 12-to-15 page State Department background reports on Berlin, Jordan, the Philippines, and India. In the study reading tests, the student reads a 2½ page cable, then writes a thorough abstract of the cable without referring to it. The scanning tests require rapid selection of the main ideas in Atlantic Monthly articles about liberation, tariff policies, and foreign service training.

During the calendar year 1956, 80 employees completed 5 Reading Improvement classes. The number of students from each component was: DD/P - 41; DD/I - 22; DD/S - 17. The average scores for these 80 students on the scanning and informational reading tests before and after the course were as follows:

<u>Skill</u>	<u>Before</u>		<u>After</u>	
	<u>Reading Rate*</u>	<u>Score*</u>	<u>Reading Rate*</u>	<u>Score*</u>
Scanning for main ideas	531	73%	824	81%
Informational reading	271	75%	394	75%

\*Reading rate is in words per minute, and score refers to the percentage of questions answered correctly.

The students also achieved increases in accuracy, thoroughness, and organization of cable abstracts, but different study reading tests were used in different parts of the year, so that statistics cannot be reported.


#### WHAT THE RESULTS MEAN

At the rate of 271 words per minute, it takes 26 minutes to read a 12-page area background report. At 394 words per minute, it takes 18 minutes to read the same report. At the rate of 271 words per minute, you can read 191 double-spaced typewritten pages in 4 hours. At the rate of 394 words per minute, you can read those 191 pages in 2.7 hours — 1.3 hours less. The increase in speed, of course, is only one result. More accurate pinpointing of main ideas means that the employee reads more alertly, selecting the significant ideas from reports, dispatches and memoranda. He is more discriminating in handling important documents, and he gets the writer's specific meaning.

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BRIEFING OF DEPENDENTS

  
Chief, Orientation and Briefing/Intelligence School/TR)

If you are scheduled to go overseas for the Agency in the near future, you will find that there are many preparations which you must make. Not the least of these preparations is the preparation of your wife and family for the experience.

While your wife has been pretty much in the dark about your work in the past, she is now going to be inevitably drawn at least to the periphery of that work.

Your wife will have to learn to live the life of cover, beginning now as you prepare for your overseas assignment and continuing throughout that assignment. She must therefore be briefed on the necessity for cover and on the pitfalls to avoid in trying to maintain it. Such a briefing, given by the Agency's experts on the subject, is available to her in the "Dependents' Briefing," course B-23 in your office copy of the OTR Catalog.

Your wife will also be the custodian of your family's health overseas. She must be briefed on the hygienic measures necessary for the maintenance of that health in various parts of the world. She may be prepared to boil water to be used for drinking purposes, but does she know how to avoid the dangers of infectious hepatitis? Many medical problems could be avoided with the proper briefing before departure. Such a briefing, given by the medical officers of the Agency, is available in the "Dependents' Briefing."

Does your wife understand the role of CIA on the world scene? Does she have an understanding of the importance of its intelligence mission and how it provides guidance to the top policy makers of the nation? Is she sufficiently "cut in" to feel like a member of the official Agency family? To relieve you of the problem of what to tell her, what not to tell her, and how much to tell her, briefings on intelligence and the role of CIA are available to her in the "Dependents' Briefing."

Even now, does she know what to plan for and what to bring with her overseas? Should she bring a two-year supply of nylons, or should she depend on getting them overseas? If the family is to occupy a "furnished house," does this include silver? She may have domestics overseas: should her relationship with them be one of camaraderie or one of detachment? All these and many other like practical questions are bound to occur to her.

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She can have these questions answered by women who have been overseas themselves, simply by attending the "Dependents' Briefing."

Is she prepared to conduct herself overseas in an inconspicuous manner, avoiding security hazards, and understanding and supporting you at all times? Is she prepared to be an ambassador of good will for the United States? Practical suggestions along these lines, replete with illustrations of various things to do, or to avoid, are available to her in the "Dependents' Briefing."

Over a year ago, the "Dependents' Briefing" was launched by top Agency officials. It is a six-hour briefing, divided into two three-hour sessions, given monthly on the Tuesday and Wednesday of the first week. Briefings are given by Agency people from the DD/P, the Medical Office, the Security Office, and the Office of Training.

Audience reaction is universally good. The most frequently heard comment from the wives is: "I wish I had had something like this when my husband first came to work for the Agency."

For further information on the course, contact the FI Training Officer on extension [REDACTED].

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# REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the CTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. CTR registration deadline and course dates follow. /Please check with your Training Officer regarding his special deadlines for applications/:

<u>COURSE TITLE</u>	<u>CTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Intelligence Orientation	B-3	28 January	4 Feb - 1 Mar
Intelligence Orientation (R&S Auditorium)	B-3	25 February	4 Mar - 29 Mar
Administrative Procedures (136, [REDACTED])	B-4	4 February	11 Feb - 1 Mar
Administrative Procedures*	B-4	2 September	9 Sept - 27 Sept (was 29 July - 16 Aug)
	B-5*	22 July	29 July - 31 Aug (was 24 June - 26 July)
	B-5*	23 August	30 Sept - 1 Nov (was 19 Aug - 20 Sept)
Basic Supervision (GS 9-11)	B-7	28 January	4 Feb - 15 Feb
Basic Supervision (GS 5-7) (0830 - 1230 hours, daily, 155, [REDACTED])	B-7	4 March	11 Mar - 22 Mar
Basic Management (GS 12-14)	B-8	12 January	21 Jan - 1 Feb
Basic Management (GS 13-15) (0830 - 1230 hours, daily, 155, [REDACTED])	B-8	18 February	25 Feb - 8 Mar
Clerical Refresher Program (2300, Alcott)	F-12 to B-19	4 February	11 Feb - 8 Mar

Pre-testing for the Clerical Refresher Program is scheduled for 7 February in Room 2300, wing C, Alcott Hall as follows:

0900-1000 Typing    1000-1100 Shorthand    1100-1200 English Usage


<u>COURSE TITLE</u>	<u>CTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Instructional Techniques (2011, R&S)	E-20	11 March	18 Mar - 22 Mar
Party Organization and Operations (0830 - 1230 hours, daily, 2202, Alcott)	C-2	28 January	4 Feb - 1 Mar
Intelligence Techniques* (2027, R&S)	I-1	11 February	18 Feb - 15 Mar (was 4 Feb - 28 Feb)
Conference Leadership (0830 - 1130 hours, Monday, Wednesday, 2025, R&S)	I-3	21 January	28 Jan - 6 Mar
Writing Workshop (0900 - 1200 hours; 1st week: Monday, Tuesday, Thursday; last 2 weeks: Tuesday & Thursday; 2026, R&S)	I-6	18 February	25 Feb - 21 Mar
Reading Improvement (2402, Alcott)	I-7	4 February	11 Feb - 29 Mar
Intelligence Research (Maps) (2029, R&S)	I-12	21 January	28 Jan - 15 Feb
("C" course titles are listed only in <u>CTR Catalog 100-1</u> )	C-2	18 February	4 Mar - 12 Apr
	C-4	11 February	18 Feb - 8 Mar
	C-8	25 February	4 Mar - 22 Mar
	C-10	14 January	21 Jan - 8 Feb
	C-15	28 January	4 Feb - 22 Feb
	C-16	25 February	11 Mar - 12 Apr or 26 Apr
	C-17	14 January	28 Jan - 22 Feb
	C-23	28 January	4 Feb - 22 Feb

\*PLEASE MAKE THESE CHANGES IN YOUR LONG TERM SCHEDULE OF COURSES

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AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Basic Country Survey:</u>		
India Sub-Continent	18 February	4 Mar - 10 May
<u>Regional Surveys:</u>		
East Asia (This course formerly was titled <u>Northeast Asia</u> )	4 March	18 Mar - 26 Apr
Middle East	21 January	4 Feb - 12 Apr
Russia in Asia	19 March	2 Apr - 25 Apr
Southeast Asia	21 January	5 Feb - 11 Apr
<u>Americans Abroad:</u>		
	28 January	11 Feb - 20 Feb
	18 February	4 Mar - 8 Mar
Western Europe	11 March	25 Mar - 29 Mar

INTEGRATED AREA-LANGUAGE TRAINING

Intermediate and Advanced Courses:

Chinese Advanced (Quarterly, 15 weeks)	21 January	4 Feb - 17 May
Russian Advanced (Quarterly, 13 weeks)	21 December	7 Jan - 5 Apr

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~~CONFIDENTIAL~~PART-TIME LANGUAGE COURSES

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Czech</u>		
Elementary Reading (II) (0845-1045; M,W,F, Room 1910, Qtrs. Eye)	21 January	4 Feb - 24 May
<u>German</u>		
Elementary Reading	21 January	4 Feb - 24 May
Applied Translation	21 January	4 Feb - 24 May
<u>Greek</u>		
Elementary Greek (I)	24 December	7 Jan - 20 Dec
Advanced Greek (II)	24 December	7 Jan - 20 Dec
<u>Russian</u>		
Familiarization (1245-1345; T, Th, Room 1905, Qtrs. Eye)	25 February	11 Mar - 3 May
Elementary Reading (II) (0330-1030; M,W,F, Room 1-82, Qtrs. Eye)	21 January	4 Feb - 24 May
Intermediate Reading (II) (1500-1700; M,T,Th, Room 1910, Qtrs. Eye)	21 January	4 Feb - 24 May
Economic Reading (II) (1500-1700; M,W,F, Room 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
Scientific Reading (II) (1400-1700; T,Th, Room 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
Intermediate Spoken (II) (1030-1245; M,W,F, Room 1-78, Qtrs. Eye)	21 January	4 Feb - 24 May
Translation Workshop in EF Languages (1300-1700; Tues, Room 1910, Qtrs. Eye)	21 January	4 Feb - 24 May
Elementary Short Course (II) (1730-1945; M,W, Evenings, 1905, Qtrs. Eye)	25 February	11 Mar - 1 July

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FOREIGN LANGUAGE PROFICIENCY TESTS

The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about 3 - 4 hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Wednesday. Call extension [REDACTED] at least one week prior to the date of a test, to arrange an appointment.

French 13 February

Russian 27 February

German 6 February

Spanish 30 January

Italian 13 March

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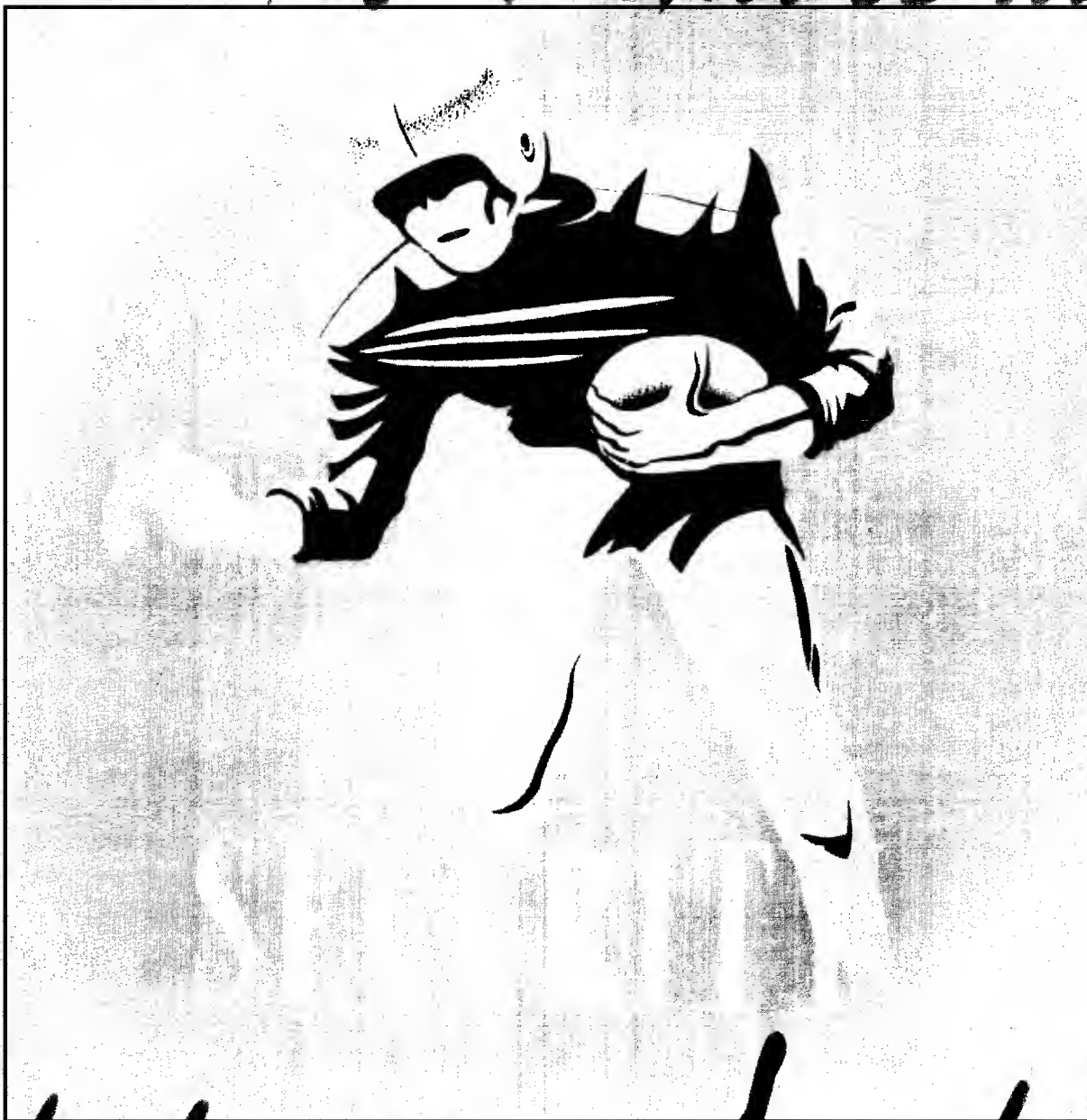
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*Don't Fumble...*

CPYRGHT



*is in your hands!*

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